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# NASA Procedural Requirements

**NPR 3300.1A**

Effective Date: April 08, 2005

Expiration Date: April 08,  
2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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**Subject: Appointment of Personnel To/From NASA****Responsible Office: Office of Human Capital Management**

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## Chapter 3: Distinguished Scholar Appointing Authority

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### 3.1. Reference

Section 9810 of the NASA Flexibility Act of 2004 (PL 108-201), as codified in 5 U.S.C.

### 3.2. Responsibility

The Human Resources Director at each NASA Center is responsible for implementing the Distinguished Scholar hiring authority as prescribed in this chapter.

### 3.3. Introduction

This chapter describes the hiring parameters and qualification requirements for individuals appointed under the Distinguished Scholar Appointing Authority. The principal object of this authority is to place less emphasis on work experience and provide an external hiring vehicle that gives more weight to the academic performance of recent graduates.

### 3.4. Coverage

3.4.1. This authority may be used to fill scientific and professional positions covered by the Group Coverage Qualification Standard for Professional and Scientific Positions.

3.4.2. This authority may be used to fill positions at grades GS-07 through GS-12. Positions having a full performance level grade higher than GS-12 may be filled under this authority, provided that the grade at which the individual is initially hired does not exceed GS-12.

3.4.3. This authority is only valid for making career or career-conditional appointments in the competitive service.

### 3.5. Eligibility

Candidates must meet the relevant OPM qualification standards and have received the qualifying degree from an accredited university within 2 years of the effective date of the appointment.

### 3.6. Qualification Requirements

3.6.1. Candidates must meet the required academic achievement standards at the time of graduation.

3.6.2. Requirements by Grade Level (Note: All grade point averages (GPAs) are expressed in terms of a 4.0 scale.)

3.6.2.1. GS-7 Level: Achieved a cumulative GPA of 3.0 or higher and a GPA of 3.5 or higher for courses in the field of study required for the position.

3.6.2.2. GS-9 Level: Achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

3.6.2.3. GS-11 Level: Achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

3.6.2.4. GS-12 Level (Research Positions Only): Achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

### **3.7. Aerospace Technology (AST) Qualification Requirements**

3.7.1. Where appropriate, candidates will normally still be required to meet AST qualifications for the position(s) for which they are applying.

3.7.2. In the rare case where a candidate meets AST qualification requirements, but does not meet the relevant OPM qualifications standard, the individual is not eligible for a Distinguished Scholar appointment.

### **3.8. Hiring Priorities**

3.8.1. Interagency Career Transition Assistance Program (ICTAP) eligibles receive priority consideration.

3.8.2. Veterans' preference applies to Distinguished Scholar hiring actions.

3.8.3. In order to receive consideration, both veterans and ICTAP eligibles must meet the Distinguished Scholar qualification and eligibility requirements.

### **3.9. Recruitment and Rating**

3.9.1. NASA STARS will be used to advertise vacancies and evaluate and refer candidates.

3.9.2. Recruitment

3.9.2.1. Vacancy announcements will include a standard statement identifying the position(s) as being filled using Distinguished Scholar provisions.

3.9.2.2. As appropriate, managers may simultaneously advertise and consider candidates from other hiring sources.

3.9.3. Rating Candidates

3.9.3.1. Candidates who meet the minimum qualification requirements need not be further evaluated. If no further evaluation is done, qualified veterans have absolute preference (in the absence of ICTAP candidates).

3.9.3.2. If candidates are further evaluated using a category rating process, qualified veterans have absolute preference within the appropriate category.

### **3.10. Reporting Requirements**

3.10.1. All Distinguished Scholar appointments are to be documented in accordance with the format prescribed by Headquarters, Office of Human Capital Management. Information is to be provided to Headquarters as requested, but not less than annually at such dates specified to ensure compliance with annual Congressional reporting requirements.

3.10.2. Each Center shall, at a minimum, maintain data on the total number of Distinguished Scholar appointments, and of those, the number of appointments made to address a critical need.

3.10.3. Centers may maintain additional information as needed.

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